# Year 1 Phonics
# (inc Year 2 Retakes)
## User Manual 2013

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# **Contact** Details

If you have any problems with the submission of this return, please do not hesitate to contact any member of the Performance and Intelligence Team on the following telephone numbers:

01634 331048
01634 337086
01634 331068

Alternatively please email maninfo@medway.gov.uk

# Version Log

| Version Number | Version Date | Created/Amended/ Updated By | Amendments/ Updates |
|---|---|---|---|
| 1.0 | 15-05-13 | N.Bowers | - |

## Assessment Manager

Please note that you need to have at least version **7.150** (Spring 2013 Upgrade) to carry out this return. To check which version you are currently on, open SIMS and on the menu bar select **Help** / **About SIMS**. If you do not have the correct version, your SIMS will need to be upgraded.

### 1. User Defined Groups

Defined Group. This is used when you have pupils who are eligible for Year 1 Phonics but who are not marked as being in NC Year 1 (or Year 2 if applicable).

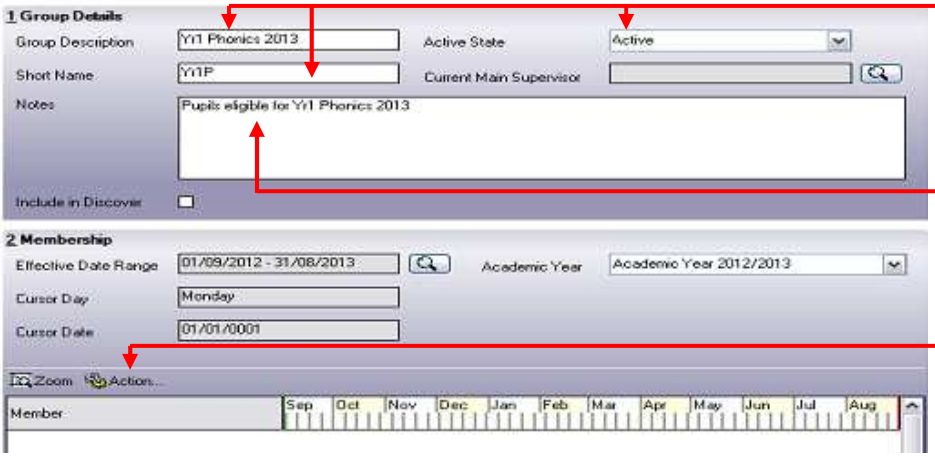
A group will need to be set up to **include** any pupils who may have left your school **after** they took the Phonics Screening check. A group will also need to be set up to **exclude** any pupils who may have joined your school **after** the Phonics Screening Check week.

**Please note** all pupils who take the screening check in your school must have their result submitted.

If the previous two points do not apply to you continue to Section 2. – Downloading the Year 1 Phonics Wizard. Otherwise, please follow the guidance below.

Go to **Focus** / **Groups** / **User Defined Groups** and the following screen should appear

Click on the **New** button and this screen should appear




1) Add a relevant **Group Description** and **Short Name**.

2) Make sure the Active State Is **Active**.

3) If you wish, add a brief note.

4) Then click on the **Action** button and click **Add Member**.

The next screen will then be the Select Members screen

Change the **Group Type** to **National Curriculum Year Group** and click **Search** then the page will refresh.

To ensure that each year group are shown together click on the **Current Group Header**, this will then sort the year groups into order.

To select all the relevant Year 1 pupils, click on the first pupil, hold Shift key and select the last pupil.
To select individual Year 2 pupils, click on the first pupil, hold CTRL key and click pupils thereafter.

If you had a pupil leave who also needs to be reported, please click on **Action** / **Add Member** button. This will return you to the Select Members screen. From here click on the Group Type filter and select **All** then **Search**. Find the relevant pupil and highlight, then click on **OK**. You will now be returned to the Membership screen where all chosen pupils will be displayed.

The membership panel should now be completed with your current Year 1 pupils and any other pupil selected within the previous step.

Click on the **Save** button near the top left of the screen and close.

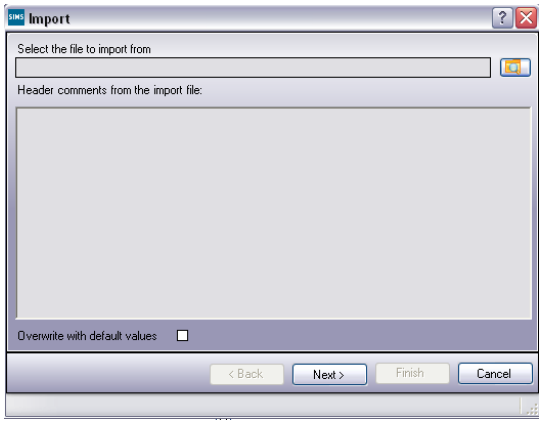
## 2. Downloading the Year 1 Phonics Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.150 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 .

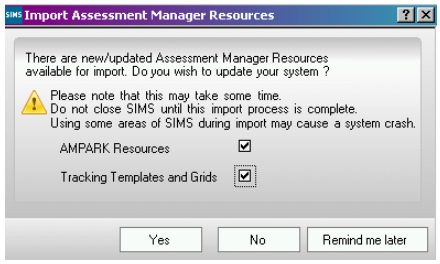
## 3. Importing the Phonics Wizard into Assessment Manager

Go to **Routines** / **Data in** / **Assessment** / **Import** and the following screen should appear

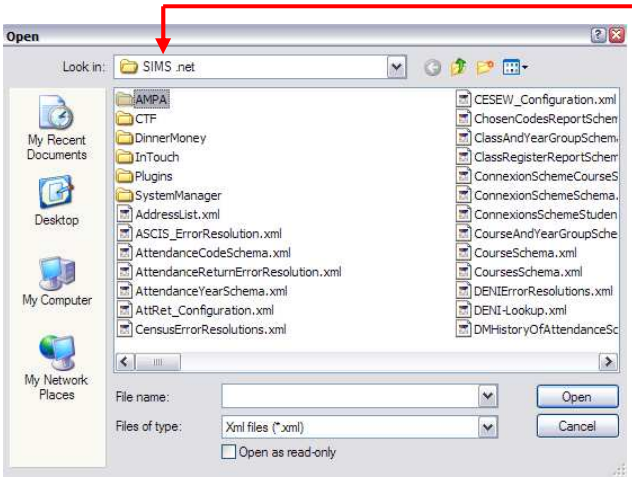



**Please Note**

If the screen below appears please select as appropriate.
**If you have any problems please contact EIS on 01622 672779 or by emailing eis.support@medway.gov.uk**


Import Assessment Manager Resources
There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
Please note that this may take some time.
Do not close SIMS until this import process is complete.
Using some areas of SIMS during import may cause a system crash.
AMPARK Resources
Tracking Templates and Grids
Yes
No
Remind me later

Select the magnifying glass and the following screen should appear

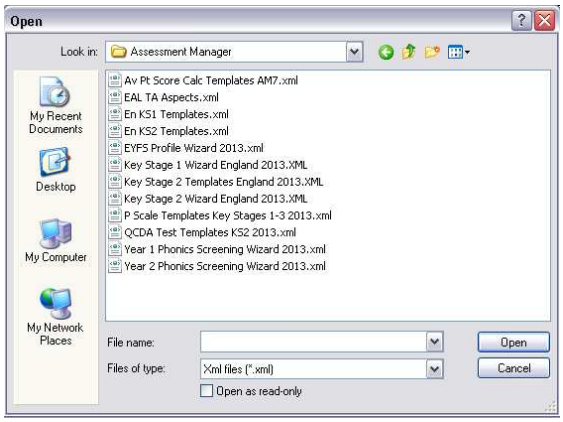



The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Select the **AMPA** folder. Double click on this and then open the following folders **England Primary (and Middle Deemed Primary)** and then **Assessment Manager**.

The following screen should be displayed with the wizards included. Click on **Year 1 Phonics Screening Wizard 2013** and **Open.**

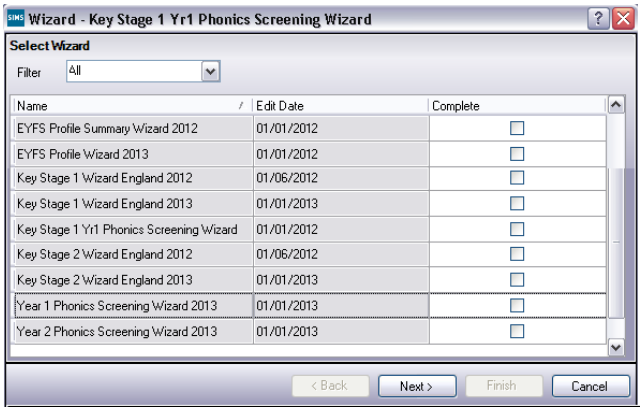



The import screen is now shown. Make sure that the **Overwrite with default values box** is ticked and then select **Finish** followed by **Yes** to start the import process. Finish by selecting **Close**.

You will now need to follow Section 3 Importing the Phonics Wizard into Assessment Manager again to import Year 2 Phonics Screening Wizard 2013.

## 4. Running the Year 1 Phonics Wizard

Click on **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear. A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**.


Wizard - Key Stage 1 Yr1 Phonics Screening Wizard
Select Wizard
Filter
All
Name
Edit Date
Complete
EYFS Profile Summary Wizard 2012 01/01/2012
EYFS Profile Wizard 2013 01/01/2012
Key Stage 1 Wizard England 2012 01/06/2012
Key Stage 1 Wizard England 2013 01/01/2013
Key Stage 1 Yr1 Phonics Screening Wizard 01/01/2012
Key Stage 2 Wizard England 2012 01/06/2012
Key Stage 2 Wizard England 2013 01/01/2013
Year 1 Phonics Screening Wizard 2013 01/01/2013
Year 2 Phonics Screening Wizard 2013 01/01/2013
< Back
Next >
Finish
Cancel

If you have imported previous wizards they will also appear in the list but can be excluded from future views by ticking the appropriate box in the Complete column and filtering on Incomplete again.

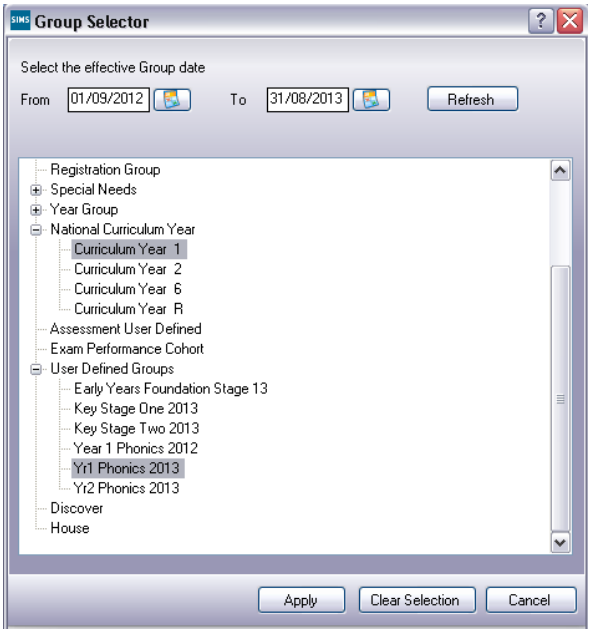
Click on the **Year 1 Phonics Screening Wizard 2013** and click on the **Next** button.

A group of pupils will now need to be selected. To do this click on the magnifying glass.

If you followed Section 1 - User Defined Groups click on the **+** symbol next to **User Defined Groups** and select the relevant name e.g. Yr1 Phonic 2013 and then **apply** then **next**.

If you did not create a User Defined Group select the **+** symbol next to **National Curriculum Year Group** and select **Curriculum Year 1** then **apply** then **next**.

You will be returned to the Wizard screen with your selected group displayed. Click on the **Next** button.

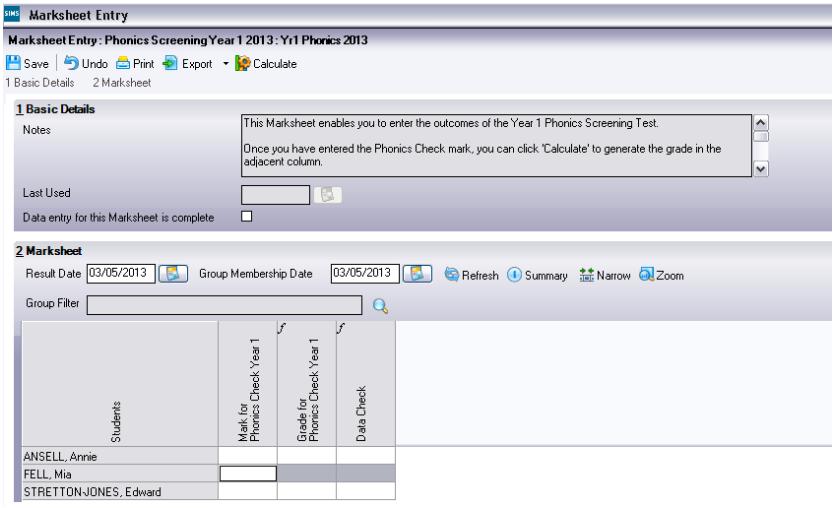



There is only one marksheet to complete.

To select the marksheet click on its row, and then click on the **Edit Marksheet** button (green pencil). This will open the marksheet ready of data input.

## 5. Entering Results on the Marksheet

The marksheet will now be displayed as below.



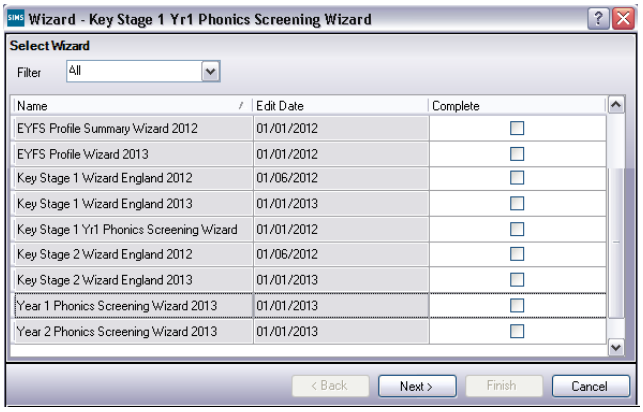
The score the pupil achieved should be entered in the **Mark for Phonics Check Year 1** column. The entries valid for this column range from 0-40. If a pupil was **Absent** or was **Disapplied** from the test, do not enter a score in the Mark for Phonics Check Year 1 column, enter the **A** or **D** value in the **Grade for Phonics Check Year 1** column.

Once all results have been input click the **Calculate** button, and this will populate the formula in the **Grade for Phonics Check Year 1** column and validate the data. Make sure that the data check column has **OK**, **Save** and **Close**.

You must resolve any Missing Entries before returning your data to us. Once you have resolved any missing marks or errors, click **Calculate / Save / Close**.

## 6. Running the Year 2 Phonics Wizard

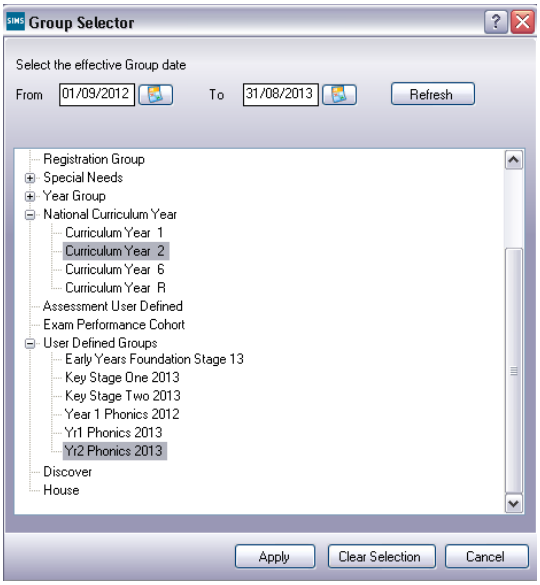
Click on **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear.
A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**.



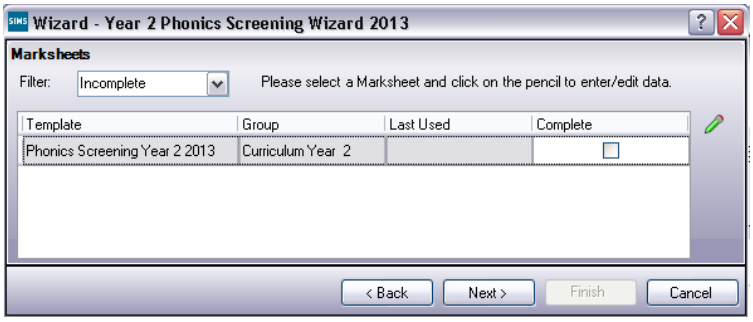

Click on the **Year 2 Phonics Screening Wizard 2013** and click on the **Next** button.

A group of pupils will now need to be selected. To do this click on the magnifying glass.
If you followed Section 1 - User Defined Groups click on the **+** symbol next to **User Defined Groups** and select the relevant name e.g. Yr2 Phonic 2013 and then **apply** then **next**.

If you did not create a User Defined Group select the **+** symbol next to **National Curriculum Year Group** and select **Curriculum Year 2** then **apply** then **next**.



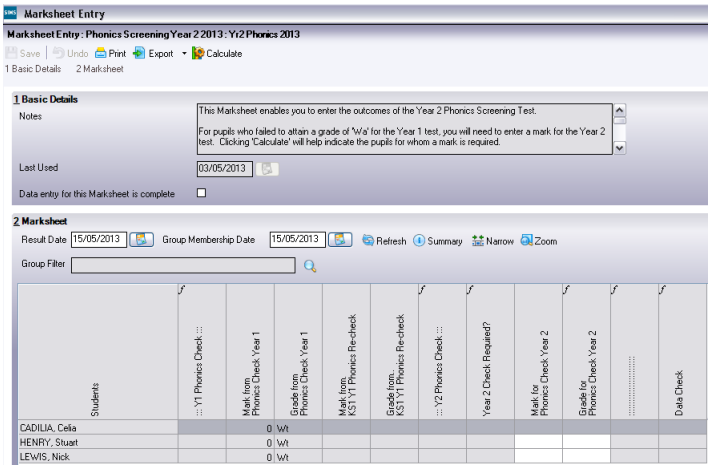
There is only one marksheet to complete.




To select the marksheet click on its row, and then click on the **Edit Marksheet** button (green pencil). This will open the marksheet ready of data input.

## 7. Entering Results on the Marksheet

The marksheet will now be displayed as below.


Marksheet Entry
Marksheet Entry : Phonics Screening Year 2 2013 : Yr2 Phonics 2013
Save
Undo
Print
Export
Calculate
1 Basic Details
2 Marksheet
1 Basic Details
Notes
This Marksheet enables you to enter the outcomes of the Year 2 Phonics Screening Test.
For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.
Last Used
03/05/2013
Data entry for this Marksheet is complete
2 Marksheet
Result Date
15/05/2013
Group Membership Date
15/05/2013
Refresh
Summary
Narrow
Zoom
Group Filter
Students
::: Y1 Phonics Check :::
Mark from Phonics Check Year 1
Grade from Phonics Check Year 1
Mark from KS1 Y1 Phonics Re-check
Grade from KS1 Y1 Phonics Re-check
::: Y2 Phonics Check :::
Year 2 Check Required?
Mark for Phonics Check Year 2
Grade for Phonics Check Year 2
Data Check
CADILIA, Celia
0 Wt
HENRY, Stuart
0 Wt
LEWIS, Nick
0 Wt

Once the marksheet is open, click the **calculate** button. This will highlight the Year 2 pupils who need to retake the test (pupils with Wt, D or A). Once you are sure of all pupils that need a score entered are on the marksheet you can start entering the scores.

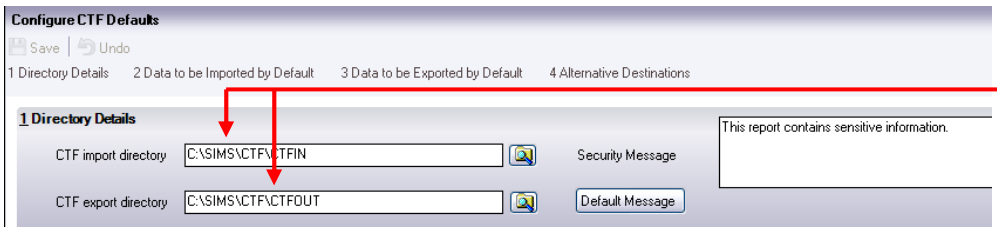
The score the pupil achieved should be entered in the **Mark for Phonics Check Year 2** column. The entries valid for this column range from 0-40. If a pupil was **Absent** or was **Disapplied** from the test, do not enter a score in the Mark for Phonics Check Year 1 column, enter the **A** or **D** value in the **Grade for Phonics Check Year 2** column.

Once all results have been input click the **Calculate** button, and this will populate the formula in the **Grade for Phonics Check Year 2** column and validate the data. Make sure that the data check column has **OK**, **Save** and **Close**.

You must resolve any Missing Entries before returning your data to us. Once you have resolved any missing marks or errors, click **Calculate / Save / Close**.

## 8. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page go to **Tools / Setups / CTF**. The following CTF defaults page will appear:




Make a note of these two file paths here, as you will need to know what they are later on in the process.

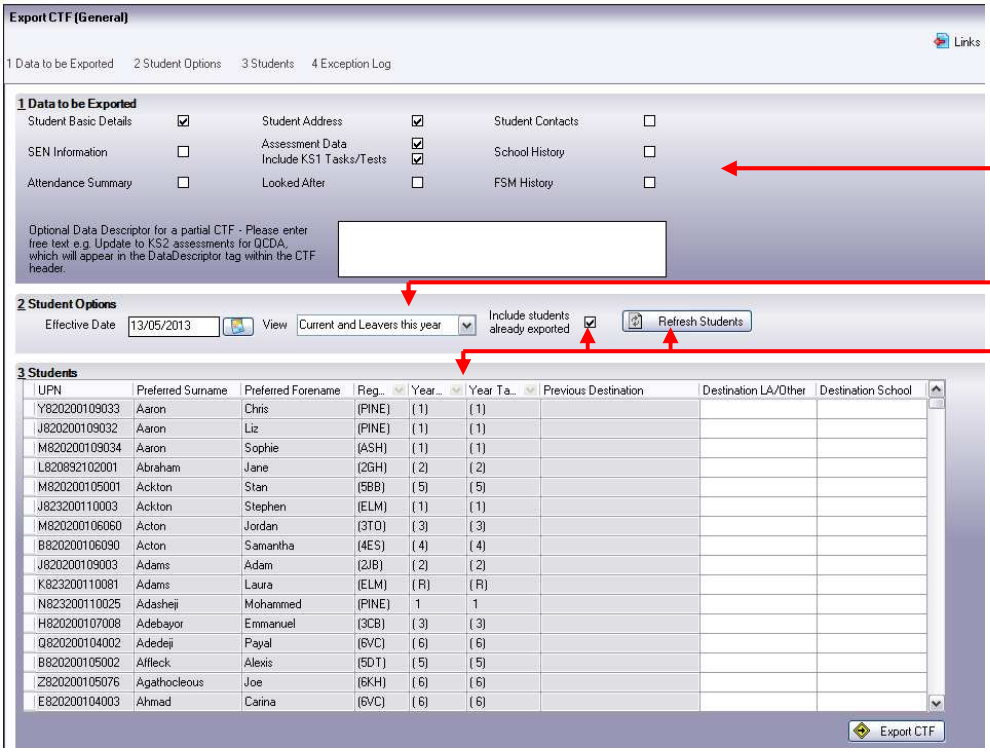
CTF Import Directory _____

CTF Export Directory _____

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is. This will probably be: Program Files\SIMS\SIMS.net\CTFIN.

Now select **save** and **close**.

Go to **Routines / Data Out / CTF / Export CTF**, then in the type box, highlight **General** and click Select.



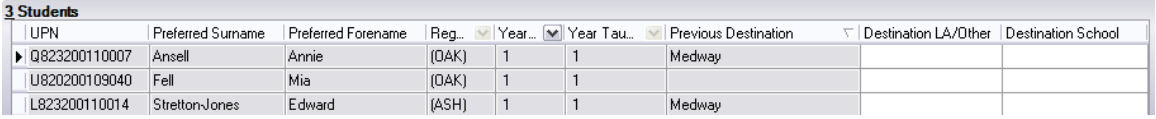

1) Please make sure that **only** these 4 options are ticked.

2) Make sure the view is for **Current and Leavers this year**.

3) Ensure that the **Include Students already exported** box is **ticked** and click the **Refresh Students** button.

4) Now click on the **Year Group** arrow and select **Year 1**.

The screen below will show your <u>current</u> pupils filtered.



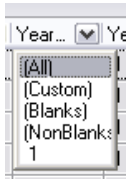
To transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find Medway, the list should be in alphabetical order.
- Click on Medway and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

Your Year 2 pupils will now need to be added to this list.

Click in the Year Group column header and change the selection back to **All** as shown below.




Click on the Year Group and select Year 2. This will filter all your current Year 2 pupils.

As for Year 1, to transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find Medway, the list should be in alphabetical order.
- Click on Medway and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

**Please Note** - Do not attach a destination LA for any pupils who you do not have assessments for.
For example, if new pupils have joined your school AFTER the Phonics Screening test week, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year 1 and 2 pupils, your screen should resemble the one shown below.

3 Students

| UPN | Preferred Surname | Preferred Forename | Reg... | Year... | Year Tau... | Previous Destination | Destination LA/... | Destination School |
|---|---|---|---|---|---|---|---|---|
| Q823200110007 | Ansell | Annie | (OAK) | 1 | 1 | Medway | Medway | |
| Q820200107005 | Cadilia | Celia | (2GH) | 2 | 2 | Medway | Medway | |
| U820200109040 | Fell | Mia | (OAK) | 1 | 1 | Medway | Medway | |
| F823200110030 | Henry | Stuart | (2JB) | 2 | 2 | Medway | Medway | |
| G820432192053 | Lewis | Nick | (2JB) | 2 | 2 | Medway | Medway | |
| L823200110014 | Stretton-Jones | Edward | (ASH) | 1 | 1 | Medway | Medway | |

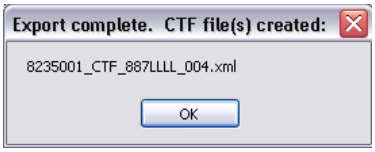
To add the leavers to the file click in the Year Group column header and change the selection back to **All**. Then click in the Year Group column header again and select the **(1)** or **(2)** year group. The brackets round the year group signify that the pupil/s have left.

Add Medway into the Destination LA box for these pupils the same way as before. Once completed click in the Year Group header again and change the year back to All. You will now notice that all pupils relevant to Year 1 and 2 have Medway listed in the Destination LA box.

You are now ready to click the **Export CTF** button.


During the export you will see a message about an Address Tidy. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.




CTF File Name _____

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you were expecting from you original documentation. The **Number of students not exported** should be **zero.**
If not, go back and check your **User Defined Group**.

All errors relating to UPNs or Year 1 or Year 2 Phonics Screening must be corrected within your MIS and a new file created.

Once a correct CTF file has been produced you can exit SIMS.net.
The file(s) now needs to be renamed and sent to Performance and Intelligence (C&A).

### 8 a) Renaming the file to send to Performance and Intelligence (C&A)

The CTF file created within Section 8 - Creating an XML (CTF) in SIMS.net consists of the following:

The first 7 digits are your school's LA and DfE Number
CTF states that it a Common Transfer File
887LLLL states that the destination of the CTF is Medway LA DfE Number 887
004 in this case states that this the fourth version of this file
xml is the file extension

Performance and Intelligence (C&A) will be receiving many CTFs this summer; in the form of FSP, Key Stage One and Phonics. We are therefore requesting that the name of these files is changed.
To change the name you will need to follow the file path from the top of page 10, locate the file shown above, right click and change CTF to PHON as shown below.

| From | To |
|---|---|
| 8235001_**CTF**_887LLLL_004.xml | 8235001_**PHON**_887LLLL_004.xml |

This will distinguish the file as being your school's Phonics CTF file; it does not alter anything in the file.

You will now need to encrypt this data using 7-zip and password protect the file. We suggest that you use the same password as your Persistent Absence data, ie your OLD S2S password to encrypt the file. Alternatively you can pick another password, but please be sure to tell us which one you are using (but NOT in the same email). If you do not already have 7zip software, please click on the link below:

http://www.medway.gov.uk/educationandlearning/informationforschools/schoolleadership/managementinformation/guidancenotes.aspx#7_zip

The zip file will then need to be sent to Performance and Intelligence via maninfo@medway.gov.uk by no later than **2 July 2013**.

## 9. Reports

Within the Phonics Wizard there is a facility to produce reports and compare them to the previous years National results.

To access the reports click on **Tools** / **Performance** / **Assessment** / **Wizard Manager**.
Click on Year 1 or 2 Phonics Screening Wizard 2013 and then next
Check that the correct group has been assigned then select **next** twice.

The next screen should be “Individual Reports”. Within this screen there should be one report

KS1 Y1 Phonics Students Eng 2013 - as shown below (a similar report will be shown for Yr2 Phonics)